



**TOWN OF CONCORD**  
**HUMAN RESOURCES DEPARTMENT**  
TOWN HOUSE  
P.O. BOX 535  
22 MONUMENT SQUARE  
CONCORD, MASSACHUSETTS 01742-0535

TEL: 978-318-3025  
FAX: 978-318-3024  
hr@concordma.gov

May 4, 2012

Dear Applicant,

Thank you for your interest in the **Van Driver** position with the Town of Concord's Council on Aging. Enclosed with this letter is a description of the duties and qualifications for this position, as well as an application form. In order to be considered for this position, you must fully complete the application form and return it to the Town Human Resources Office by **12 noon, Friday, June 15, 2012.**

Please note that you may attach a resume to your application as additional information; however, the resume cannot serve as a substitute for completing the form in full. Emailed resumes are not accepted. Please **do not** include any information pertaining to age, race, color, religion, national origin, ancestry, gender, sexual orientation and physical/medical condition or history.

All applications will be reviewed, and the most highly qualified candidates will be invited to one or more interviews. You can expect to be notified as soon as a decision has been made regarding your standing in the process. We expect that everyone will have been contacted regarding their candidacy within two months of the deadline.

Again, thank you for your interest in the Town of Concord.

Sincerely,

Maria Casey  
Assistant Human Resources Director

Enclosures (2)

*The Town of Concord  
is currently accepting applications for the limited-status position of*

**VAN DRIVER**  
**COUNCIL ON AGING**

3 - 4 days per month as arranged; additional days as needed.

\$12.00 per hour; not eligible for benefits.

**Application Deadline: 12 noon, Friday, June 15, 2012**

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**APPLICATION PROCESS**

All applicants are required to complete a Town application form, available from the Concord Human Resources Department. Resumes may be attached to the application form as additional information but cannot serve as a substitute for completing the form.

Applications must be received in the Concord Human Resources Office by **12 noon, Friday, June 15, 2012**. Emailed resumes are not accepted. The Town reserves the right to modify the application deadline, and/or to accept applications after the deadline, to best serve the interest of the community.

After the deadline, all applications will be reviewed and the most highly qualified candidates will be invited to one or more interviews. All applicants will be notified of their standing in the process as soon as a decision has been made regarding their individual application.

Prior to appointment, the final candidate will be required to complete a number of pre-placement conditions including criminal background (CORI) and motor vehicle records checks, as well as a physical and drug-screening test to the Town's satisfaction. Town-selected physicians will conduct such physical and drug-screening. Costs for these pre-placement requirements will be borne by the Town.

Individuals who need accommodation in order to participate in this process should contact the Concord Human Resources Department.

**The Town of Concord is committed to a diverse workforce and welcomes applicants with disabilities and/or from multi-cultural communities. EOE**

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Questions regarding this hiring process should be addressed to the:  
**Concord Human Resources Department**  
Town House, 22 Monument Square, P.O. Box 535, Concord, MA 01742  
**978-318-3025**  
**[www.concordma.gov/hr](http://www.concordma.gov/hr)**

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# **VAN DRIVER**

## **ABOUT THE POSITION**

The Council on Aging van is available to all senior members of the community. Drivers will be assigned door-to-door pickups by appointment. Drivers may be called upon to assist a variety of passengers as they use the vehicle. Work is performed under the supervision of the Council on Aging Director.

## **EXAMPLES OF DUTIES**

- Participate in any required training.
- Perform a daily pre-operations safety check.
- Maintain accurate daily logs on ridership and miles.
- Assist passengers on and off the vehicle as needed.
- Assist with the coordination of pick-up and delivery of passengers by taking into account appointment times, pick-up locations and destinations.
- Assist with the carrying of packages onto the van and into the homes of seniors as needed.
- Respond to emergencies in compliance with established procedures, including the completion of accident and/or incident reports.
- Exercise tact and courtesy in dealing with passengers.
- Report concerns about the safety and well-being of passengers to the appropriate COA staff.
- Operates the wheelchair van.

## **MINIMUM QUALIFICATIONS**

- Possession of a valid motor vehicle operator's license.
- Familiarity with local roads.
- Ability to interact with elders.
- Ability to work independently.
- Ability to exercise good judgment.
- Ability to be trained in the operation of the wheelchair van.



**TOWN OF  
CONCORD**  
*An Equal Opportunity Employer*

**EMPLOYMENT APPLICATION**

BOTH PAGES MUST BE LEGIBLY COMPLETED

Return to: Human Resources Dept., 22 Monument Square

**OR** Mail to: P.O. Box 535, Concord, MA 01742

Name	_____	_____	_____
	First	Middle	Last
Address	_____		
City	_____	State	_____ Zip
Home # ( )	_____	Cell # ( )	_____
Email Address	_____		

Position Applying for: **VAN DRIVER**

How did you learn of this position, please be specific (i.e. Concord's website, Name of Newspaper, etc.): \_\_\_\_\_

Schedule: Continuous ☐ Seasonal ☐ Full Time ☐ Part Time ☐ Either ☐

Do you have relatives working for the Town of Concord? Yes ☐ No ☐

Are you, or any relative, a member of any Town Board or Commission? Yes ☐ No ☐

If yes to either, please specify \_\_\_\_\_

If hired, can you provide proof of citizenship or legal right to work in the US? Yes ☐ No ☐

Are you under 18 years of age? If yes, a work permit is required. Yes ☐ No ☐

**SPECIAL SKILLS** (Below please list special skills applicable to this position)

____ Typing (WPM ____) ____ Word Processing / Equipment/Programs  ____ Shorthand (WPM ____)	____ 10 Key Calculator ____ Computers - Equipment/Programs _____ _____ _____	Licenses: _____ _____ _____ _____ _____	Shop or Heavy Equipment: _____ _____ _____ _____ _____
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Other: \_\_\_\_\_  
\_\_\_\_\_

**EDUCATION HISTORY**

Highest Level of Education: \_\_\_\_\_ Grade School \_\_\_\_\_ High School Diploma or equivalent  
\_\_\_\_ Vocational, Technical Diploma or Certificate  
\_\_\_\_ Associates Degree \_\_\_\_\_ Bachelors Degree \_\_\_\_\_ Post Grad. Degree

Name and Address of Schools (High School and Above)	Major Fields of Study	Number of years completed or type of degree received

Other Training you received (e.g. Work Training Programs, Armed Forces Training, Special Courses, etc.):

Additional information that may be helpful in establishing your qualifications. (Awards, Professional Affiliations, etc.)

<b>EMPLOYMENT RECORD</b>	<b>This section must be completed.</b> A resume cannot be substituted. List most recent position first. Include relevant summer employment or work performed on a voluntary basis.
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Name of Company _____	Dates Employed From _____ To _____ month/year month/year
Address _____	Salary _____ hr/mo/wk/yr Hours per Week _____
Your Supervisor _____	Reference phone # (_____) - _____
Your Position Title _____	Summarize your duties _____ _____ _____
Reason for Leaving (or Seeking Other Employment) _____	

Name of Company _____	Dates Employed From _____ To _____ month/year month/year
Address _____	Salary _____ hr/mo/wk/yr Hours per Week _____
Your Supervisor _____	Reference phone # (_____) - _____
Your Position Title _____	Summarize your duties _____ _____ _____
Reason for Leaving _____	

Name of Company _____	Dates Employed From _____ To _____ month/year month/year
Address _____	Salary _____ hr/mo/wk/yr Hours per Week _____
Your Supervisor _____	Reference phone # (_____) - _____
Your Position Title _____	Summarize your duties _____ _____ _____
Reason for Leaving _____	

Name of Company _____	Dates Employed From _____ To _____ month/year month/year
Address _____	Salary _____ hr/mo/wk/yr Hours per Week _____
Your Supervisor _____	Reference phone # (_____) - _____
Your Position Title _____	Summarize your duties _____ _____ _____
Reason for Leaving _____	

I understand that entering into and continuing employment with the Town is subject to the verification of my statements and receipt of satisfactory references. I understand that any false answers or statements and/or withholding of information will be sufficient grounds to terminate my employment at any time.

Applicant Signature \_\_\_\_\_ Date \_\_\_\_\_

*It is unlawful in Massachusetts to require or administer a lie detector test as a condition of employment or continued employment. An employer who violates this law shall be subject to criminal penalties and civil liabilities.*